

Program and Training Center Marketing and Events Specialist
(Location Available: Kalamazoo Regional Center)

Our commitment and passion to Girl Scouting is indispensable. The expertise, interests, skills and life experiences of our volunteers are essential to shaping a fun and enriching leadership program for girls. Be a part of the Girl Scouts Heart of Michigan as a very active and professional marketing and events specialist.

We have one PT (30 hours per week) position available that could move to full time depending upon success of marketing campaign. Candidates will partner with the communications department to market the Program and Training Center to external companies and groups in the community. Working closely with the Program and Property Manager, candidate will ensure building is kept up to the standards of the company including reporting maintenance issues and related duties. Must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work evenings and weekends as needed. Candidate should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with volunteers/staff/community members. Assist with negotiations for space contracts and book event space. Propose new ideas to improve the event planning and implementation process. Assist with managing onsite production and cleanup for events as necessary.

Assist with preparing budgets and provide reports to leadership team as needed. Keep track of finances including check requests and invoicing. Coordinate appointments and visits to see Program and Training Center. Update the scheduling of events on the Program and Training Center calendar and assist with the calendar schedule of Camp Merrie Woode as well. Prepare and modify event contracts as requested. Working with the administrative team, candidate will help cover answering the phone and working in the retail store/welcome desk.

Bachelor's degree or equivalent education and experience required. Prior non-profit experience preferred. Must possess excellent oral and written communication skills to work in team environment, have a willingness to accept new responsibilities and handle multiple projects. Must have the ability and initiative to work independently, multi-tasking and work well with all levels of community members/volunteers/staff on an as-needed basis; phone and customer service skills are a must.

If you are interested please email the following individual: acrisp@gshom.org (Human Resource Specialist, Ashleigh Crisp Hobart); from Girl Scouts Heart of Michigan or mail cover letter and resume to 601 W Maple, Kalamazoo, MI 49008. Girl Scouts Heart of Michigan is accepting internal and external applications simultaneously.
